

## POLICY & PROCEDURES FOR ADOT SPECIAL EVENT PERMITS

### *I. Policy*

- A. To allow the reasonably safe use of state highways. ADOT has the statutory authority and responsibility to adequately control highway rights of way to prevent their abuse or unauthorized use. Due to the increasing number of requests for activities by groups with the desire to occupy all, or a portion of the highway, or activities which may impact ADOT right of way, the use of special event permits has been established. (ARS §28-108.A.19, AAC §R17-3-1712).
- B. The special event permit process provides for the use of ADOT right of way, and establishes control for the reasonably safe use by special event groups and the public.

### *II. Eligibility*

- A. Any individual or group may apply for the use of the ADOT right of way for an event.
- B. An "event " is defined as: any organization and/or supervised temporary activity which effects the transportation purpose of the State Highway, and/or any activity which in the absence of a permit would violate State Law or Rules.

### *III. Rules and conditions*

- A. An application will be submitted by the promoter or responsible party for the proposed event to be evaluated by ADOT for approval.
- B. Special event permits must show proof of general liability insurance in the amount of a minimum of \$1,000.000. The state of Arizona and Arizona Department of Transportation shall be named as additional insured. ADOT reserves the right to request additional insurance coverage based on the proposed event and potential liabilities.

- C. Exception to the liability insurance requirements for special events may be made on a case by case basis. The exception will be based upon size, purpose and event activity, so as not to prohibit or unduly discourage the ability of small groups and communities from the opportunity to qualify for a special permit which would ultimately benefit the public and/or community
- D. Upon review of the application, specifications and/or conditions will be attached to and made part of the special event permit. These specifications and conditions shall be met by the permittee.

#### *IV. Procedures*

##### *A. Applicant Responsibilities*

1. Submit initial written request and/or application a minimum of 60 calendar days prior to the event to the ADOT District Office where the event begins. The request or application should contain but may not be limited to the information identified on the checklist on the back of the permit application or as directed by ADOT, it is the applicant's responsibility to provide the required information / documentation to support the permit request and required approval.
2. Submit a complete application package a minimum of 30 calendar days prior to the event. This complete application shall be accompanied by four copies of traffic control plans drawn by a traffic control company or a qualified individual.
3. Provide written concurrence regarding traffic control from all affected law enforcement agencies.
4. Arrange for all signs, placement and removal of signs, barricades, lights or other traffic control devices, and flagmen, if required, in accordance with the traffic control plan prior to the event.
5. Conduct, at ADOT's request, a pre-event meeting, to discuss the proposed event and established notification of all affected parties (i.e. ADOT, DPS, City, etc.), and if necessary, a meeting to finalize the permit approval.

6. Clean up all litter associated with the event.
7. Adhere to all conditions and specifications outlined in the approved permit.
8. Ensure a copy of the special event permit is readily available at the event with the designated individual defined in the permit.
9. Conduct a post-event meeting and debriefing, if requested by ADOT, within a reasonable period after conclusion event.

#### B. ADOT Responsibilities

1. Coordinate the processing of special event permits on State highways from the initial application, through the review and approval, to the final inspection.
2. Evaluate the request with regard to the safety of the traveling public and event participants.
3. Evaluate the traffic control plan, submitted by the applicant, for approval. This includes review by the appropriate Regional Traffic Engineering Office.
4. Participate in the pre-event and post-event meetings and recommend additional coordination meetings as needed.
5. Monitor the permitted event, as needed.
6. Respond to applicant within two weeks following receipt of notice or application.